



**Job Title:** Director of Embrace Special Needs Ministry

**Ministry:** Embrace Ministry

**Status:** Full-Time

**Supervisory Role:** Yes

**Supervisor:** Discipleship Pastor

**Date Posted:** 5-12-2022

Pioneer Drive Baptist Church is an ever-expanding family whose focus is on the kingdom, previewing heaven for Abilene and beyond. We live beyond the walls, contributing our time, talents, and treasure, and we nurture deep spiritual roots.

## Job Summary

Individuals with special needs and their families are often unable to attend church or church activities. To provide these individuals the opportunity to worship and participate at Pioneer Drive Baptist Church, the Embrace Special Needs Ministry is being created. The Embrace Special Needs Minister will provide leadership, vision, direction, and implementation of this ministry.

## Duties and Responsibilities

- Demonstrate love/compassion and foster spiritual development for individuals with special needs and their families.
- Lead and supervise Sunday and Wednesday special needs ministry activities as well as other scheduled events for children, youth, and adults when involvement for special needs population is appropriate.
- Create and maintain a safe and welcoming church environment for individuals with special needs and their families.
- Work cooperatively with preschool, children's, youth, and adult ministries.
- Recruit volunteers and Embrace Assistants (EAs) to help with implementation of special needs ministry. Implement behavior management techniques and model such techniques for volunteers and EAs.
- Adapt curriculum and instruction to suit individual learning styles/needs.
- Provide training for volunteers and EAs in behavior management techniques and special needs ministry protocols including adapted curriculum/instruction and supports.
- Communicate effectively with individuals who have special needs, their families, volunteers, EAs, church staff, Embrace Team, and church members.
- Plan and supervise quarterly respite or support group type events.
- Promote Embrace special needs ministry to the community through coordinating or participating in church and community events as appropriate.
- Serve as main contact for individuals with special needs and their families including:

- Conducting an intake process for individuals prior to their initial attendance at any church related activity. Following up with inquiries related to special needs participation at Pioneer Drive.
- Serve as a resource to area churches for assistance with questions regarding service to individuals with special needs and their families within the church.
- Develop and implement visionary, strategic plans for Embrace Special Needs Ministry consistent and aligned with the mission of Pioneer Drive.
- Manage Embrace Special Needs Ministry budget in alignment with annual goals.
- Continually evaluate trends in special needs ministry to ensure implementation of the best quality program.
- Other duties as assigned by supervisor.

## Minimum Requirements

- Love for Christ and a desire to honor and serve Him through ministry to individuals with special needs and their families.
- College degree with emphasis in or experience working with individuals who have special needs is preferred.
- Program organization and development experience desired.
- Strong organizational skills and inter-relational skills including communication, problem solving, collaboration, flexibility, and team building.
- Basic knowledge of office equipment, use of technology, willingness to learn new skills as technology advances occur.
- Able to satisfactorily pass background check and meet customary pre-employment requirements of Pioneer Drive.

## Additional Information

- Knowledge of basic office equipment, computer, and telephone skills.
- Supervise ministerial interns, coordinators, and volunteers.

## How to Apply

Interested candidates should reach out to Jeff Scott ([jeffscott@pioneerdrive.org](mailto:jeffscott@pioneerdrive.org)) no later than July 5th with a cover letter, resume, and a reference list.